

# Office of Human Resources and Workforce Planning

## Personnel Newsletter

March 2003

### Applying for Training and Conferences under IFM

While providing many benefits for the Agency, NASA's new Core Financial System brought changes to the training purchasing process that impact you. To ensure your training applications are processed successfully and that there are no "snags" in the payment of your invoice, please note the following changes:

- The Organizational Development and Training Office (OD&TO) requires at least 2 weeks lead time to process training applications -- more is better.
  - **Same-day service is no longer possible with the new system.**
  - **When vendors are new to the system, it takes much longer.**
- You must work through OD&TO. We will issue purchase orders or make P-card purchases, as appropriate. Never use your Government travel or P-card for training registration, as you will not be reimbursed.
- Please inquire, before submitting your Training Application (C-478), if the vendor will accept a Government purchase order and mark appropriate box on your training application.
  - As it was prior to IFM, you are responsible for registration and for providing the vendor with the purchase order once you have received your authorized C-478 and the purchase order from OD&TO. The purchase order generated by the system, however, looks much different than the former tuition authorization letters.
  - OD&TO will register you for classes/conferences/seminars when there are multiple attendees and a group registration is done. You will be notified when your registration is complete.
  - When a purchase order is not accepted and a P-card purchase is made, OD&TO will register for you. *P-card purchases and the associated registrations are new procedures within this organization.* Make sure you send a completed registration form and the properly signed training application to ensure smooth completion of the process.
- If a vendor does not accept purchase orders or credit cards, only cash or checks, then the only way to purchase the training is with your cash or personal check. Reimbursement is made through submission of an SF 1034, a copy of the approved training application, and your receipt of payment to OD&TO.
  - *Never* use a personal credit card or Government P-Card to pay for your training/conferences. Employee reimbursement is available only when a vendor does not accept credit cards or purchase orders. You risk being personally liable for expenses incurred if you use your personal credit card or the Government P-card to pay for your training.
- Never register or pay for training without authorization from OD&TO via the approved training application. This constitutes an unauthorized obligation and can result in both your liability for the obligation and disciplinary action.

If you need more information or assistance, please contact Kathy Kozlowski, InDyne, Inc., at 3-2998.



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## Religious Observances

The Federal Employees Flexible and Compressed Work Schedules Acts of 1978 made it possible for Federal employees to observe the various established religious holy days of their faith; for example, Good Friday, Yom Kippur, etc. Whenever practical, employees who wish to attend or participate in religious observances will be granted, upon request, annual leave, credit hours, leave without pay if annual leave or credit hours are not available, or compensatory time off. In order to earn compensatory time for religious observances, employees may work compensatory overtime before or after the grant of compensatory time off. Advanced compensatory time off should be repaid by the appropriate amount of compensatory overtime worked within 7 pay periods following the pay period in which it was used. Overtime pay provisions do not apply to compensatory work performed for religious observances.

## Employee Assistance Program Notes

It's not too late to pick up on those New Year's resolutions that have somehow fallen through the cracks. Try again, but follow a few tips:

- 1) Don't have too many.
- 2) Prioritize by starting on the most important goal and delaying or deleting the others.
- 3) Seek information. Do you have the data you need to achieve your goal?
- 4) Write your goal down and make a contract with yourself.
- 5) Be realistic and don't try to accomplish too much at one time.
- 6) Plan against sabotaging yourself; e.g., what can you do about your goal if you become frustrated or bored?
- 7) Celebrate; i.e., reward yourself for each step you make toward your target.



GRC employees and their immediate family member should be aware that all of the Community Health Partner offices in Lorain County and the general west side of Northern Ohio participate as providers in the GRC network. Just identify yourself as NASA Glenn employee. If there is any doubt, have the Community Health Partner contact Dr. Joseph Wasdovich., EAP Program Manager and psychologist, at (216) 433-2989.

For the new year (2003), the other providers in the EAP network remain the same.

- Dr. John Grimm, 383 West Bagley Road, Berea, (440) 243-1606
- Dr. Patricia Masterson, east and west side locations, (216) 292-7170
- Ms. Kathleen Tolbert, licensed independent social worker, east and west side appointments scheduled by calling (440) 542-9877

Of course, employees may also meet directly with Dr. Wasdovich, Room 109, Building 15.

## Academic Development Program Opportunities



### Full-time Graduate Studies Program

Each year, the Center supports full-time graduate study for a limited number of PhD and exceptional master's candidates. Applications for full-time study are being accepted through March 10, 2003, and will be reviewed and approved by the Center's Human Resources Panel (HRP) in April. Individuals approved for full-time study can either participate in part-time courses while working, or request that they attend school without working for the residence portion of their program. Proposed programs of full-time study should relate directly to the work the individual is responsible for, and the proposed research should contribute significantly to the Center's programs and mission. Individuals approved for full-time study are eligible for one round trip to their chosen university, but are not eligible for per diem during the time away from the Center. They do, however, receive regular salary and paid tuition.

### Certificate in Software Engineering

The Certificate in Software Engineering (CSE) Program requires a concentrated course-of-study comprised of five core courses from Carnegie Mellon University's Master of Software Engineering (MSE) Program. These courses help students develop skills in the fundamentals of software engineering with an emphasis on design, analysis, and management of large-scale software systems. This program is ideal for software development professionals who need to acquire in-depth, advanced knowledge of emerging technologies and wish to excel as a software engineer and project leader.

Applications for the CSE program are being accepted through March 10, 2003, and will be reviewed and approved by the HRP in April.

### NASA Eligibility Requirements

A minimum of 3 years of continuous Federal service, not including time as an intern, co-op, or contractor, is required before an applicant may be considered for either program.

For additional information on program requirements, selection process, or application and associated forms, please visit the Web addresses listed below.

<http://www.grc.nasa.gov/WWW/ODT/devprog.htm>

<http://www.grc.nasa.gov/WWW/ODT/forms.htm>

If you have specific questions regarding these programs, please contact Dennis Conrad at 3-2991, or e-mail [Dennis.C.Conrad@nasa.gov](mailto:Dennis.C.Conrad@nasa.gov).



## The GRC Human Resources Panel

Have you read about the GRC Human Resources Panel (HRP) in various calls for competitive development programs and wondered, "Who is this panel?"

The GRC Human Resources Panel was established over 10 years ago. Its charter is to fully engage senior line management officials in ensuring that key Center-level human resource decisions align with the Center's management and business strategy. Inherent in this responsibility is the requirement to assure that all HRP decisions are applied fairly, equitably, and effectively across the Center.

In addition to recommending selections for competitive development programs, the HRP also recommends the selections for our NASA Honor Awards to the Center Director. The HRP is lead by the Center Deputy Director. Its members and the associated Program Managers are listed on the chart below.



<b>Chairman:</b>	Deputy Center Director, Dr. Julian M. Earls
<b>Vice Chairman:</b>	Director of Research and Technology, Dr. Woodrow Whitlow, Jr.
<b>Members:</b>	Director of Aeronautics, Dr. Arun K. Sehra Director of Engineering and Technical Services, Randall B. Furnas Acting Director of Space, Mr. Rudolph L. Saldana Chief Information Officer, Dr. Sasi K. Pillay Director, Systems Management Office, Olga D. Gonzalez-Sanabria Chief, Office of Human Resources and Workforce Planning, Robyn N. Gordon Interim Chief, Office of Equal Opportunity, Robert Romero
<b>Assistant to Chairman:</b>	Sandra P. Hippensteele 0100/Office of the Director
<b>Principal Advisor:</b>	Cynthia D. Forman 0480/Organization Development and Training Office
<b>Executive Secretary Fellowship Program Manager</b>	Jeannette P. Owens 0480/Organization Development and Training Office
<b>Graduate Program Manager</b>	Dennis C. Conrad 0480/Organization Development and Training Office
<b>NASA Awards Program Manager</b>	Therease C. Ross 0410/Program and Policy Office
<b>NASA Awards Program Coordinator</b>	Xynique R. Sims 0410/Program and Policy Office

## External Awards

Every quarter, the Center receives requests for nominations for a wide variety of non-NASA awards. A call letter with nomination criteria summaries is sent to the directorate offices for distribution. Please call the Awards Office at extension 3-2493, for specific information.

The following is a list of non-NASA External Award solicitations due the upcoming quarter, April - June 2003.

External Award	Category 1, 2 or 3	Due Dates	
		To Awards Office M.S. 500-314 through Center Director's Office	To Sponsoring Organization through Center Director's Office
William A. Jump Memorial Award	1	March 24, 2003*	
National Academy Engineering Awards	1	March 12, 2003*	
Federal Asian Pacific American Council (FAPAC) Outstanding Achievement Award	1	March 7, 2003*	
Laura Taber Barbour Air Safety Award	3		March 7, 2003*
Federal Energy and Water Management Awards	3		April 4, 2003
Energy Leadership	3		March 12, 2003*
FPMI Annual Labor and Employee Relations Award	3		March 24, 2003*
Cliff Henderson Award for Achievement	3		March 12, 2003*
National Medal of Science	1	May 1, 2003	
Innovations in American Government	1	April 4, 2003	
Admiral Luis De Florez Award	3		April 4, 2003
OPM Director's Pillar Award	3		March 24, 2003*
GSA Achievement Award for Real Property Innovation	3		April 30, 2003
Services to America Medals	3		May, 1, 2003
Elder Statesman of Aviation Award	1	May 1, 2003	
Wright Brothers Memorial Trophy	1	May 1, 2003	
Hispanic Engineer National Achievement Awards	1	May 15, 2003	
Women in Aerospace Awards	1	May 15, 2003	
Federal Property Manager of the Year Award	3		April 4, 2003
Aviation Week and Space Technology/Distinguished Service Award	3		May 1, 2003
American Institute of Aeronautics and Astronautics Awards	3		April 4, 2003
Women of Color Technology Awards	3		March 7, 2003

\*Category #1 awards are due in March because NASA Headquarters/Sponsoring Organizations need time to prepare packages for approval and distribution.

### Category 1 Awards

These awards are considered very prestigious, and NASA has had significant participation in the past. In accordance with the requirements of the sponsoring organization, nominations must be submitted by the head of the Agency. Awards that include a stipend and/or grant that exceeds \$7,500 or are of special interest to the Administrator, such as those pertaining to minorities and females, have been retained in this category by the Administrator's Office. All award nominations in this category are forwarded by the Agency Personnel Policy Branch (Code FPP) to the Administrator for submission to the sponsoring organization.

### Category 2 Awards

These are also prestigious awards; however, the criteria have limited application and solicitation from the sponsoring organization is often made to multiple addressees in NASA. Since these award nominations may be submitted by someone other than the Head of the Agency, the responsibility has been delegated to the Associate Administrator for Human Resources and Education (Code F). In addition, because the sponsoring organizations limit the number of nominations from the Agency, nominations must be submitted to the Agency Personnel Policy Branch (Code FPP) for processing and submission to the sponsoring organization.

### Category 3 Awards

Annual solicitation from the sponsoring organization in this category is not consistent and sometimes is made through professional society membership, mass distribution, or below the Administrator's level. There is no limit on the number that can be nominated or need for Agencywide screening; therefore, the Agency Personnel Policy Branch (Code FPP) forwards these solicitations for awards to the Officials-in-Charge of Headquarters Offices or Center Directors for submittal of nominations directly to the sponsoring organization.

## NEW in the Learning Center...

### SAFETY COURSES

New **Safety** titles recently added to the Learning Center:

- Heimlich Maneuver and CPR
- I Chose to Look the Other Way
- Muscle Strains and Sprains
- Truck Safety Series
- Listen Up! Commit to Receive Feedback
- Poisonous and Toxic Chemicals

### COMPUTER

New **Computer** self-study courses include:

- Word, Excel, Powerpoint, & Access XP (2002) Essentials
- Access 2002 Desktop Development Series
- Dreamweaver 4
- MAC: OS X
- MAC: Excel, Word, and PowerPoint X
- AutoCad 2002

### ONLINE LEARNING

Over **200** soft skills self-study courses are available through our e-Learning Center. These courses can be taken in the Learning Center, at your desk, or at home.

### UPCOMING SATELLITE PROGRAMS

#### ***Rudy Giuliani on Leading in Difficult Times***

March 19, 2003, 11 a.m.–1 p.m.

#### ***Gary Hamel on Innovation and Strategy***

April 16, 2003, 11 a.m.–1 p.m.

#### ***16th Annual AMA Administrative Professional's Day Program***

April 23, 2003, 1 p.m.–3 p.m.

#### ***Phil Harkins on Communicating with Impact***

May 13, 2003, 11 a.m.–1 p.m.

For more information on these and other Learning Center programs, give us a call or visit our Web site at:

<http://www.grc.nasa.gov/WWW/LC>

The Learning Center is located in  
Building 21, Room 3  
Open Monday-Friday, 7:30 – 4:30  
433-2996 or 2997

### Retirement and Financial Planning Seminars in 2003

The Organization Development & Training Office will offer the following retirement planning seminars in the Bldg. 500, Auditorium:

**Mid-Career Financial Planning** – May 5 & 6, 2003 (8:30 a.m. to 4 p.m.) – For GRC Federal employees with more than 5 years of service and who are at least 5 to 10 years away from retirement. Attendees will learn the basics of financial planning and investment concerns; entitlement and eligibility of various Federal benefits; how to relate TSP, Retirement, Disability and Survivor benefits; and key points of estate planning.

**Retirement Planning Seminar** – Sept. 22-24, 2003 (8:30 a.m. to 4 p.m.) – Targeted for all employees who plan to retire from Federal service. The time to attend this seminar is now, regardless of how far away from retirement you are.

**Retirement Refresher** – Sept. 29, 2003 (8:30 a.m. to 2:30 p.m.) – For employees who have previously taken a retirement seminar and would like to have information updates.

**My Spouse and Our Federal Benefits** – Sept. 29, 2002 (6:30 p.m. to 9:30 p.m.) – An evening seminar for spouses of civil service employees to learn about the Federal retirement program and the impact it will have on their retirement years together.

**Benefits Orientation for Newer Employees** – Sept. 30, 2003 (8:30 a.m. to 4:30 p.m.) For employees with less than 5 years of service..

Judith Budd, extension 3-5580, is the contact point for questions.

